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 Class Specifications  
 for the:

ADMINISTRATIVE SERVICES OFFICER SERIES

This series includes all classes of positions which reflect responsibility for the overall conduct of all internal management, fiscal and personnel staff functions essential to the direction and operation of a moderate-size department, or a division of one of the larger State departments responsible for a major statewide program with large-scale operations organized into several districts, including advising and assisting a department head or division chief as the case may be and other high-level managers in administrative and management functions.

A position in this series is involved in the total management process in providing, securing and negotiating for the services, materials and other resources necessary to the effective, efficient and economical accomplishment of the organization's goals and mission. Services include program analysis and evaluation; budget formulation, presentation and control; review and processing of all expenditures, maintenance of a system of accounts; supply and equipment procurement, property and space management, organization and methods analysis; reports, records and forms management; position management and job analysis; employee placement and development; employee-management relations; and administrative personnel services. Centralized office services such as mail and messenger, stenographic and duplicating services may also be provided. Internal management, fiscal and personnel staff functions are well developed, and conducted by professional staff members. Subordinates also include technical and clerical personnel.

An Administrative Services Officer is a generalist requiring extensive knowledge and understanding of principles, methods and techniques in dealing with organization, methods, funds, people and other resources and tools of management. Also required is knowledge of the organization served and its mission, including: a good understanding of the objectives of management; the organizational structure; the lines of authority within the department and the State government; the programs and projects of the organizational unit; the means for, and problems involved in obtaining and controlling financial resources; the types of positions needed and the kinds of training, experience, knowledge and abilities required; and the kinds of problems encountered by employees in their work. A paramount requirement is the ability to apply the knowledge and understanding of administrative management work to solving the practical problems of management, and skill in integrating administrative services with the operational management of the organization.

Levels in this series are distinguished on the basis of the nature and scope of work; nature and scope of functions provided; the nature of applicable guidelines and other controls exercised over the work; the degree of originality required; the nature and scope of commitments, recommendations, decisions and conclusions; and knowledge and abilities required. Discussion of these factors at each level in this series is combined for the sake of brevity and to clarify the interrelatedness of factors.

The code numbers for classes in this series were changed from 2.007 and 2.008 to 17.009 and 17.010, respectively; and the classes were incorporated in the Excluded Managerial Compensation Plan (EMCP) effective July 1, 1981 in accordance with Act 254, SLH 1980.

This series abolishes the following State classes:

Administrative Services Officer I	2.007
Administrative Services Officer II	2.008

APPROVED: April 16, 1969

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Director of Personnel Services

<u>ADMINISTRATIVE SERVICES OFFICER I</u>	17.009
(ADMINISTRATIVE SVCS OFFCR I)	

Duties Summary:

Conducts and coordinates administrative staff services and controls, advises and assists top management in all internal management, fiscal, and personnel staff functions; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for the formulation of policies and the general framework of procedures governing administrative staff services in support of the various programs of an agency which is moderately staffed and funded. A position in this class provides assistance in the performance of program planning and evaluation, and directs and participates in fiscal, personnel, records and property management functions. A limited professional and technical staff is involved, and supervision is also exercised over a clerical services unit.

Examples of Duties:

Directs and coordinates the fiscal management of the organization including the maintenance of accounts, review and processing of expenditures, budget formulation and presentation, preparation of financial reports, etc.; supervises purchasing activities; directs and performs property management activities; directs and participates in the personnel management program; conducts studies of organization, management methods and procedures, manpower and space requirements, and other administrative matters; directs the compilation, analysis and evaluation of statistical and other data; directs office services activities including stenographic, typing, filing, reception and other related activities; advises and assists operating personnel in matters pertaining to administrative services; participates in overall planning and programming activities for the organization; serves as liaison with staff and other operating agencies, the general public and others; keeps the agency head informed of problem areas; drafts measures for introduction to the legislature; keeps abreast of legislation which affects agency programs; represents the agency head in legislative hearings and meetings with various groups regarding administrative matters; prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of administration, including program planning and evaluation techniques; budget preparation and execution; personnel, fiscal and supply management; governmental organization and functions; office practices and procedures; principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate various administrative staff services; analyze agency needs and provide services to fulfill those needs; make sound administrative policy decisions; maintain effective liaison, cooperation and adherence to program plans, policies and procedures; communicate effectively, both orally and in writing.

ADMINISTRATIVE SERVICES OFFICER II  
(ADMINISTRATIVE SVCS OFFCR II)

17.010

Duties Summary:

Directs and coordinates administrative staff services and controls, advises and assists top management in all internal management, fiscal and personnel staff functions; and performs

other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for the formulation of policies and the general framework of procedures governing administrative staff services in support of the various programs of an agency. Agency programs are characterized by sizable funding requirements which may involve extensive self-financing from such revenue sources as revenue and general obligation bonds and extensive capital improvement activities. Commensurate staff size is evident.

A position in this class provides assistance in the performance of program planning and evaluation, and directs and coordinates well-developed fiscal, personnel, records and property management functions. Professional and technical subordinates are involved, with particular professional emphasis in fiscal management.

Examples of Duties:

Directs and coordinates the fiscal management of the agency including the maintenance of accounts, review and processing of expenditures, means of financing programs, budget formulation and execution, preparation of financial reports, etc.; directs purchasing activities; directs the personnel management program; directs, obtains services and/or conducts studies of organization, management methods and procedures, manpower and space requirements, and other administrative matters; directs, and/or conducts management studies; directs the compilation, analysis and evaluation of statistical and other data; advises and assists operating personnel in matters pertaining to administrative services; participates in overall planning and programming activities for the agency; evaluates programs relative to systems approach and recommends alternatives for higher integrated returns; seeks and develops funding and other untapped resource potentials; serves as liaison with staff and other operating agencies, the general public and others; keeps the agency head informed of problem areas; drafts measures for introduction to the legislature; keeps abreast of legislation which affects agency programs and advises the department head; represents the department head in legislative hearings and meetings with various groups regarding administrative matters; prepares reports and correspondence.

Knowledge and Abilities Required:

In addition to knowledge required at the next lower level, a position in this class requires a general knowledge of governmental financing and capital improvements analysis.

Abilities required are essentially the same as those required at the next lower level, but are characterized by greater intensity.

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This is a change in title from Administrative Services Officer VII and VIII to Administrative Services Officer I and II effective August 16, 1982.

Reviewed for currency on July 25, 1982.